



Michael J. Henry  
Director of Personnel

# LOS ANGELES COUNTY TRAINING ACADEMY

DEPARTMENT OF HUMAN RESOURCES  
ORGANIZATIONAL AND EMPLOYEE DEVELOPMENT DIVISION

*To enrich lives through effective and caring service*

Board of Supervisors

Gloria Molina  
First District

Yvonne Brathwaite Burke  
Second District

Zev Yaroslavsky  
Third District

Don Knabe  
Fourth District

Michael D. Antonovich  
Fifth District

November 13, 2003

To: All Department Heads

From: Michael J. Henry  
Director of Personnel

Subject: **NOMINATION PROCESS: ACADEMY CERTIFICATE PROGRAMS,  
WINTER 2004**

We are now accepting nominations for the Winter 2004 Academy certificate programs. We have just completed the pre-qualifying testing process and have provided you with the most up-to-date information on your department's qualified employees. In order to expedite filling these programs, we have randomly selected one or more individuals from your Department to participate in the Academy's Winter classes. Please confirm the nominee(s) for your department or substitute another candidate(s) from the enclosed list(s) of qualified applicants and return to the Department of Human Resources (DHR) by **Wednesday, December 10, 2003**. To ensure that only qualified individuals attend the program, please refer to the selection criteria listed below to make sure that all participants selected for the program(s) meet the performance standards and time commitment. If we have not received your department's confirmation(s) by this date, we will assume that this nomination is acceptable and we will proceed to obtain the required signatures from the employee(s) and their manager so that we may forward the information to the California State University system for enrollment.

This is the tentative schedule for the Academy Programs that will be offered for this enrollment.

## 100-hour Administrative Analyst Certificate Program

Location	Tentative start date	Days/Time
California State University, Pomona (CalPoly Pomona)	Tuesday, January 13, 2004	17 weeks Tuesdays & Thursdays 4-8 p.m. Four Saturdays

## 100-hour Section Head Certificate Program

Location	Tentative start date	Days/Time
California State University, Los Angeles (CSULA)	Thursday, January 15, 2004	17 weeks Tuesdays & Thursdays 4-8 p.m. Three Saturdays

**44-hour Human Resources Technical (HRT) Legal, Employee Relations and Discipline**

<b>Location</b>	<b>Tentative start date</b>	<b>Days/Time</b>
California State University, Los Angeles (CSULA)	Monday, January 26, 2004	10 weeks Mondays 3-7 p.m. One Saturday

**32-hour Human Resources Technical (HRT) Recruitment and Selection**

<b>Location</b>	<b>Tentative start date</b>	<b>Days/Time</b>
California State University, Los Angeles (CSULA)	Wednesday, January 21, 2004	10 weeks Wednesdays 3-7 p.m.

**CERTIFICATE AND CREDIT**

Participants who successfully complete the program will be eligible for Continuing Education Units (CEU's) and will receive a Certificate of Completion from the California State University system and the Director of Personnel.

**NOMINATION OF PARTICIPANTS**

If you choose to replace a randomly selected employee with another qualified candidate, please nominate a candidate from the list of qualified applicants. Those not selected will be placed on a waiting list for future sessions. Please consider the following selection criteria when confirming the randomly selected nominee or when selecting a substitute candidate:

**Performance** – All participants must be performing at a competent level or higher.

- Management Appraisal and Performance Plan must have a rating of "Merit" or higher; and
- Step Pay Plan should be rated at the "Competent" level or higher.

**Time Commitment** –Classes will consist of classroom instruction, significant outside reading, plus assignments and group projects.

- **Participants should anticipate at least one hour of study time for each hour of class time.**
- Employees in Academy certificate programs will be required to meet California State University standards for attendance and to meet requirements for continuing education credit.
- Participant attendance criteria for the Academy certificate programs are listed below:
  - Section Head or Administrative Analyst/Assistant participants who miss more than **12-hours** of instruction will be dropped from the program.
  - HRT-Employee Relations & Discipline and Recruitment and Selection participants who miss more than **8-hours** of instruction will be dropped from the program.

All Department Heads  
November 13, 2003  
Page 3

**Standards for Participation (Attachment A)** lists the expectations for participants. It is essential that departments review workload requirements to ensure that selected participants meet all requirements to successfully complete the program.

**Cost** – These programs are funded by the Board of Supervisors through the Los Angeles County Training Academy. If your department is interested in funding additional slots, please contact us. If an employee is removed from the program, departments will be assessed a fee unless the slot can be backfilled prior to orientation.

Use the nomination form (**Attachment B**) to select participants. When we receive confirmation of nominations, we will contact the selected employees and obtain the required signatures from the employee and their manager. If you choose to replace a randomly selected employee with another qualified candidate, please refer to the list of qualified applicants (**Attachment C**). Those not selected will be placed on a waiting list for future sessions. Please fax the nomination form to Scott Orr by **Wednesday, December 10, 2003**.

We appreciate your support of the Los Angeles County Training Academy. If you have questions, please feel free to call me at (213) 974-2406, or Lu Takeuchi, Senior Human Resources Manager, at (213) 738-2299. Potential participants should direct their questions or accommodation requests to Scott Orr at (213) 738-2129.

MJH:TJH  
LT:SO

#### Attachments

c: Administrative Deputy/without attachments  
Academy Training Coordinator